

**DEPARTMENT OF THE ARMY**  
Command and Staff Department  
US Ordnance Center and Mechanical Maintenance Schools  
Aberdeen Proving Ground, Maryland 21005-5001

7 March 2003

Fellow Logisticians:

Welcome to Aberdeen Proving Ground (APG) and the US Ordnance Center and Mechanical Maintenance Schools' Reserve Component Officer Advanced Course – Ordnance (RCOAC) Class 03-05. I will be your trainer, advisor, and counselor (TAC). The purpose of this letter is to address a few questions commonly asked and to highlight important aspects of the course.

Phase I completion is a prerequisite for enrollment into Phase II. Students will not be allowed to begin Phase II if Phase I is not completed prior to arrival. To insure a smooth enrollment, I recommend that you bring a copy of your Phase I course completion. All academic resources are provided so you will not be required to bring your Phase I correspondence manuals.

Phase II of RCOAC is organized into four sections. Section I is direct support maintenance operations. Section II is Class IX theory and policy. Section III is general support and depot level maintenance operations. Section IV is company command operations. Students will be released upon completion Friday, April 4, 2003. Please do not make return travel reservations departing before 1600 on May 9<sup>th</sup>.

The duty uniform for the entire course is the Army BDU. Students must bring either the PFU or IPFU for PT (mixing of the uniforms is not authorized.) The local weathermen predict a harsh winter so think, "warm" when packing. Casual attire is recommended for social activities.

When you arrive at APG on April 27<sup>th</sup>, report to the 16<sup>th</sup> Ordnance Battalion SDO in Bldg 4510. You will weigh-in and in-process at E Co, 16<sup>th</sup> Ordnance Battalion, Bldg 4313 the following day at 0515 with uniform as PTs. Students on temporary profile will not be permitted to attend the course. Students who fail to meet the Army height/weight standards will be denied enrollment and out-processes. You must pass a record APFT to graduate. The test is currently scheduled on April 29<sup>th</sup>, 2003; only one retest is authorized. Students who fail the retest APFT will immediately be dismissed from the course. You must arrive physically fit.

Be prepared to work through the weekend. We strive to make Sunday free for studying, worship, resting, or sight-seeing. Please do not coordinate to return to your units to work.

The USO is an excellent information source for students who fly into Baltimore-Washington Airport. Taxi fare from BWI airport to Aberdeen is \$80-90 and train fare is \$22. Billeting on Aberdeen is not guaranteed and rates average \$45.00 a day. If lodging is available when you in-process, your class may be lodged at APG, Edgewood Area (approximately 15 miles from Aberdeen.) I recommend that, if possible, your orders include use of a rental car for transportation; estimated cost is \$150.00 a week. Additional information is available by accessing the Aberdeen Proving Grounds web site at <http://www.apg.army.mil/> for current information regarding gate schedules for entering APG. These may change often with force protection levels. Currently, morning traffic into APG is quite heavy and only one gate is open on Saturday and Sundays. Another great website for ordnance information is [www.goordnance.apg.army.mil](http://www.goordnance.apg.army.mil) and <http://www.goordnance.apg.army.mil/CSD%20Web/index.htm>. The latter site is our training department and has some great reference materials for the Ordnance soldier.

I look forward to our time together. If you have further questions you can reach me at: (410) 278-4195/3653 or DSN 298-4195/3653 or email at [Rebecca.Capp@ocs.apg.army.mil](mailto:Rebecca.Capp@ocs.apg.army.mil) or [Rebecca.A.Capps@us.army.mil](mailto:Rebecca.A.Capps@us.army.mil).

//ORIGINAL SIGNED//  
REBECCA A. CAPPS  
CPT, OD  
Instructor/Writer